



DEPARTMENT OF THE NAVY
OFFICE OF THE COMPTROLLER
WASHINGTON, D.C. 20350

IN REPLY REFER TO
NAVCOMPTINST 5600.3A
NCD-63

14 APR 1966

NAVCOMPT INSTRUCTION 5600.3A

From: Comptroller of the Navy

Subj: NAVY PUBLICATIONS AND PRINTING PROGRAM WITHIN THE NAVY SECRETARIAT AND
STAFF OFFICES, OFFICE OF NAVAL RESEARCH, NAVY ACCOUNTING AND FINANCE
CENTER, NAVY CIVILIAN PERSONNEL COMMAND, AND NAVY RELIEF SOCIETY


1. Purpose. To update the guidelines for administration of subject program.
2. Cancellation. NAVCOMPTINST 5600.3.
3. Background. The Office of the Comptroller of the Navy, Administrative/Fiscal Division, SECNAV/NAVCOMPT Publications Branch is the central publications management office for subject program. As such, the Branch is responsible for the application of rules, regulations, policies, and standards promulgated by the Secretary of the Navy, the Government Printing Office, and the Navy Publications and Printing Service Management Office in the administration of the program. The Branch is also responsible for providing technical guidance and coordinating the various aspects of the printing, distribution, and stocking requirements of publications, with the exception of directives and forms, for all addressees.
4. Definition. Publication, as defined in the Department of the Navy Publications and Printing Regulations (NAVSO P-35), "Includes, but is not limited to, end items of 'printing' 'reprographics' or 'micropublishing'..., and any books, pamphlets, directives, forms, manuals, folders, brochures, periodicals, magazines, newspapers, microform, technical reports, charts, posters, maps, drawings, tags, placards, letterhead stationery and envelopes, blankbooks or cards printed by or for the Department of the Navy, regardless of content, format, quantity, distribution, or intended end use."
5. Action
 - a. Publications Management Services. Addressees should coordinate requirements for publications management services with the SECNAV/NAVCOMPT Publications Branch (NCD-63), Room BF-847, Pentagon, in the early stages of planning a proposed publication. During this initial review, determinations are made and specifications are prepared for the layout and design; size; typography; paper selection; type of binding; method of production; source of composition and printing; development of initial distribution; and overall quantity, stocking, and replenishment requirements. In view of the continuing rise in printing and related costs, careful and deliberate planning is necessary to achieve a quality product at the most economical cost.

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b. Reprographic Service (Quick Copy/Duplicating)

(1) Open Requisition. Annual "open" requisitions are established with Defense Printing Service (DPS) Branch Plants for reprographic services for addressees whose workload warrants such a requisition, as determined by DPS Branch Plants. Addressees are responsible for preparing the DPS Requisition (DD Form 283-Short Form) for each reprographic job and delivering it directly to the DPS Branch Plant where the required work will be performed.

(2) No Open Requisition. For those addressees whose workload does not warrant an annual "open" requisition, they may obtain reprographic services by preparing either the DPS Requisition (DD Form 282-Long Form) or the (DD Form 283-Short Form) on which they have included a requisition number obtained, by telephone (695-4651), from the SECNAV/NAVCOMPT Publications Branch. Addressees should deliver the completed form to the DPS Branch Plant for reprographic service.



G. W. MACKAY
Deputy

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